

**Town of Secaucus  
Job Description**

**JOB TITLE: PAYROLL ASSISTANT**

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Exempt (Y/N):	No	SALARY LEVEL: \$35,000 - \$45,000
SHIFT:	Mon – Fri 9 a.m. - 4p.m.	DIVISION: Finance
LOCATION:	Town Hall	DEPARTMENT: Payroll
UNION AFFIL:	Local #911	SUPERVISOR: CFO

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**SUMMARY:** The purpose of this position which is under general supervision of the Payroll supervisor has primary responsibility for the processing of an automated payroll, Time and Attendance and for the associated processes and procedures. Provide best practice guidance on payroll issues and procedures.

Essential Job Functions includes the following. Other duties may be assigned.

- Compiles and verifies files to and from Paylocity. Processes payroll utilizing automated system, including transmitting files to and from Paylocity.
- Reviews accuracy and completeness.
- Creates, run and distributes payroll reports
- Prepare government reports as required via Paylocity
- Records changes to the payroll master file including new hires, transfers, leaves of absences and terminations
- Review and prepare attendance records of employees.
- Calculates payroll raises and retroactive pay according to union contracts and all other employees.
- Maintains employee's personnel files to respond to inquiries and provides information to authorized persons.
- Record, pay and post monthly payroll deductions: union dues, health benefits, insurance and pensions.
- Prepare and submit unemployment, disability, mortgage and employment verifications forms
- Maintains files of accounting/statistical data and reports. Collects and analyzes data needed as a basis for administrative decisions.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential tasks.

- High School diploma, Associates Degree in Accounting/Finance or 60 college credits or equivalent experience a plus
- Minimum three (3) years' experience in processing an automated bi-weekly and monthly payroll system; Paylocity, ADP, Ceridian or similar automated payroll system for 500 plus employees
- Knowledge of state payroll compliance and principles and best practices
- Proficient in Microsoft office applications including Excel.
- Strong analytical and mathematical skills
- Possess excellent verbal and written communications skills.
- Possess excellent interpersonal and customer service skills in dealing calmly, courteously and tactfully with employees, public and vendors
- Must maintain confidentiality with employee information, matter and personnel files

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk and hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**NOTICE REQUIREMENT:** In accordance with certain agreements between the Town of Secaucus and various employee bargaining units, the above job opportunity is hereby posted for a period of not less than five days prior to action by the Town of Secaucus to fill the vacancy. Applications and/or resumes should be filed with Sandra Lopez, Director of Human Resources, Secaucus Town Hall, 4<sup>th</sup> floor, 1203 Paterson Plank Road, Secaucus, NJ 07094 or via e-mail to [slopez@secaucus.net](mailto:slopez@secaucus.net) no later than 4:00 PM, Tuesday, August 2, 2016.

Date of Posting: Wednesday, July 27, 2016



David B. Drumeler, Esquire  
Town Administrator/ EEO Officer